



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901 100264
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☒ b. New Position _____
- ☒ c. Other (explain Vacant) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	Supply Clerk Series-0805	FSN	TE	11/17/2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Supply Clerk	7. Name of Employee Vacant
8. Office / Section General Services Office	a. First Subdivision: Management Section
b. Second	b. Third Subdivision:
9. This is a complete and accurate description of the duties and responsibilities of my position Printed Name of Employee Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position Printed Name of Supervisor Signature of Supervisor Date (mm-dd-yyyy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position Printed Name of Chief or Agency Head Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Printed Name of Admin or Human Resources Officer Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)

13. Basic Function of Position

Performs supply clerical tasks such as maintaining stock, property and custody records in ILMS of household furnishings and equipment issued to American personnel assigned to Post. In collaboration with the Supply Supervisor, conducts inventories of expendable supplies and non-expendable property, welcome kits and issues and set ups hospitality kits. Prepares and/or assists in the preparation of periodic purchase requests through ARIBA for expendable supplies and non-expendable property. Shares the responsibility for the organization, security, safety and cleanliness of the receiving areas and storage areas for the hospitality kits, hurricane emergency kits, furniture and other supplies.

14. Major Duties and Responsibilities

100 % OF TIME

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Two years of related office clerical work and/or data entry experience is required

c. Post Entry Training

On the job training. Training courses in Inventory and Warehousing procedures including online courses; PA-563 Property Management and Warehousing Workshop; General Safety, Chemical Handling Safety, Forklift Operator Certification, and Ladder Safety; SHEMA and Safety training, PA366 – ILMS Asset Management Basic Property Recordkeeping (Overseas), PA436 - Web.PASS Expendable Supplies: Basic Recordkeeping, PA437- Web.PASS Expendable Supplies: Inventory Management and Reports, PA484- ILMS Expendables Supply Clerk Training, PA741- GSO-Warehouse Management Refresher, Mandatory Distance Learning courses including PS800 – Cyber Security Awareness, PA-453 – Ethics Orientation for New LE Staff; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training, and, 8 hours Smith's System Defensive Driving Course. (Recommended on-line course for all employees - PA-496 LE Staff Performance Management Evaluation.)

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread). Level III (good working knowledge) reading/writing/speaking.

e. Job Knowledge

Must have a good working knowledge of Department of State and/or associated agency supply instructions and procedures, which apply to storekeeping. Ability to learn locations of various types of supply items and property items. Incumbent must have knowledge of the various methods that can be utilized to ensure proper protection of U.S. Government owned property during transportation from one location to another. Knowledge of the various techniques that can be employed to avoid improper lifting is required. Must have knowledge of SHEMA/POSHO safety procedures.

f. Skills and Abilities

Typing speed 25 words per minute is required. This will be tested. Knowledge of MS word and Excel is required. Must be tactful, yet effective in dealing with American personnel relative to inventories of household furnishings and equipment. Must be able to drive motor vehicle truck, hand truck, dolly, and forklift. A valid Belize (Class B2) driver's license is required. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for official driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles. Incumbent must be able to perform moderately heavy work and lift up to 70 pounds. Lifting ability will be tested.

**16. Position elements****a. Supervision Received**

The position is directly supervised by the Supply Supervisor. May also receive instructions from the Realty Assistant, the General Services Officer or the Management Officer. Will work in close conjunction with the Storekeeper.

b. Supervision Exercised

None

c. Available Guidelines

NEPA User Manual; REMS User guide, SHEM Safety Guidelines; Procedures Information and Inventory reporting; Stock Control User Manual. 6 Foreign Affairs Manual (FAM) 200 and other in-house Stock Control and Supply Record Keeping procedures and Foreign Affairs Handbook (FAH) regulations.

d. Exercise of Judgment

Ability to deal with customers in a tactful and diplomatic manner when issuing functions and when assessing missing property or assessing damages to household inventory property.

e. Authority To Make Commitments

Recommends purchase of expendable and non-expendable inventory for the U.S. Embassy and procures when stocks are low.

f. Nature, Level, and Purpose of Contacts

Works closely with personnel responsible for system management, procurement and customs and shipping. Works closely with MGT, GSO, IRM, RSO and ICASS customers. Also communicates with FS Officers when conducting household inventory or receiving/delivering supplies or property. Incumbent interacts with temporary laborers, housekeepers at residences, resident U.S. Government employees, and Management Staff of the Mission to whom deliveries are being made.

g. Time Expected to Reach Full Performance Level
Six Months

DS-298 (Formerly OF-298)

04-2008

14. Major Duties and Responsibilities**30% of Time** _____

Performs supply clerical tasks, such as the following:

Supervises the maintenance of stock, property, and custody records of household furnishings and equipment issued to American personnel assigned to the post through ILMS.

20 % of time

In collaboration with the Supply Supervisor, conducts periodic inventories of expendable supplies and non-expendable property, and inventories of household furnishings and equipment upon the departure of the American personnel to who issued. In connection with the latter, inspects furnishings for damages and determines amount of money to be collected from the departing personnel for the damages. Prepares all documentation and other paperwork needed to reconcile custody records with inventory findings and to terminate custody.

Responsible for the management of the welcome/hospitality kits storeroom, including all issues and turn-ins, to and from residences. Maintains inventory for the hospitality kits. Issues only clean and complete kits and obtains user's confirmation of receipts. If necessary, delivers and sets up the hospitality kits at the residence.

Checks each kit upon return to warehouse for cleanliness and correct quantities. In the case of lost or damage items, incumbent determines charges to be collected from user. Prepares procurement orders for replacement of damaged or worn-out or lost items. Oversees delivery of issued property to residences, offices, off-sites, and ensures that appropriate documentation is processed for proper accountability.

20 % of time

Prepares and/or assists in the preparation of periodic purchase requests through ARIBA for expendable supplies and non-expendable property. Assists with setting reorder points and maintaining stock levels by completing requests for purchase orders. View the status of recently ordered items from the suggested replenishment page. Maintain the stock catalog for Post in the Item Management page in ILMS Expendables. Edit the properties of an item, remove items from catalog, or add new items to the catalog so they are available for requesters in ARIBA. Tracks the status of a stock request either ordered in ARIBA, approved in the warehouse, delivered, or cancelled in ILMS.

25% of Time

Reviews and approves requisitions for the issuance of expendable supplies and non-expendable property, obtaining the Supply Supervisor's concurrence in the issuance of items of substantial value or items in short supply.

5% of Time

Coordinates with Supply Clerk, Supply Supervisor and Warehousemen in the general warehouse management and maintenance of other storage and in the review of use of available space for maximum efficiency. Assists in deciding adequate storage space for NXP warehouse items and performs residential property inventories.

Shares the responsibility for the organization, security, safety and cleanliness of the receiving areas and storage areas for the hospitality kits, hurricane emergency kits, furniture and other supplies.

Incumbent will type routine correspondence. Incumbent will also prepare reports on damages of furniture or hospitality kits that have been loaned out to Americans. Incumbent may also assist the Supply Supervisor in the development of the annual supply budget.

Incumbent is a designated money holder in accordance with 4 FAH-3 H-394.4. Incumbent is personally responsible to the Cashier for any funds received in advance, in accordance with the written designation on file. Incumbent purchases packing supply locally when required, using petty cash.

Performs back up duties of the Storekeeper and Warehousemen in the absences of those incumbents.

Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.